

Pre-Processing Tasks

Materials Needed:

- ✓ Vendor specifications and order form (found in catalog or on vendor website)
- ✓ Vendor Barcode log
- ✓ Barcode Symbology reference
- ✓ Access to ILS
- ✓ School billing information including purchase order number and/or credit card
- ✓ List of services and standard individual items desired including reading program information
- ✓ Bibliographic description of library call numbers

Pre-Processing Tasks: (Check off as completed and attach to final order confirmation from vendor)

- ☐ Set up processing and cataloging specifications on vendor website
- ☐ Determine a barcode range for vendor and enter in specifications (choose barcode range option)
- ☐ Enter barcode information on Vendor Barcode Log
- ☐ Place order

Processing Tasks Once Books Have Arrived

Materials Needed for Items Arriving from Vendor (Pre-Processed):

- ✓ *Anglo-American Cataloging Rules*, 2nd ed., 2005 revised
- ✓ *Sears List of Subject Headings*
- ✓ *Abridged Dewey Decimal Classification*, 14th ed. or newer
- ✓ *Library of Congress Authority Control Records*
- ✓ *Easy Marc* by Piepenburg
- ✓ Destiny ILS
- ✓ Library stamp (inside cover on book pocket and inside on page)

Processing Tasks:

- ☐ Unpack boxes and arrange alphabetically on hand truck or cataloging shelf
- ☐ Use purchase order or packing slip to compare to delivered items
- ☐ Determine if there are any missing or damaged items
 - Complete 'Missing or Damaged Items' form
 - Call vendor and inform business office
- ☐ Visually inspect each item for inclusion of pre-processing components ordered
 - Call vendor if any items are missing
- ☐ Download digital MARC record from e-mail or disc

- ☐ Compare each title's 'Prescribed Sources' to individual MARC record
- ☐ Use 'Copy Cataloging Checklist' to enhance records
- ☐ Consult 'Checklist for Processing New Materials'
- ☐ Complete 'Import/Export' record
- ☐ Stamp book with library stamp
- ☐ Shelf books according to 'Classification Schedule'
- ☐ Send 'Notification of New Materials' Announcement to interested parties
- ☐ Send donation thank you letters if applicable

Materials Needed for Items that are NOT vendor pre-processed (donations, book fairs, etc.)

- ✓ All of the above materials AND...
- ✓ Access to Alliance Plus within Destiny
- ✓ Access to Z39.50 sources (entered into Destiny)
- ✓ Printed Destiny barcode labels from assigned range barcode specifications
- ✓ Printed Destiny spine labels
- ✓ Book cover material and tapes

Processing Tasks:

- ☐ Follow instructions in 'Checklist for Processing New Materials'
- ☐ Follow instructions in 'Copy Cataloging Checklist'
- ☐ Use Sears, DDC, and AACR2r resources to fill in any original cataloging needs
- ☐ Complete 'Import/Export' record
- ☐ Shelf books according to classification schedule
- ☐ Send 'Notification of New Materials' announcement to interested parties
- ☐ Send donation thank you letters if applicable

Brown/Lehman

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